

DIRECTORY

of

TRAINING PROGRAMS IN SAN FRANCISCO

Prepared by the  
HUMAN RIGHTS COMMISSION of SAN FRANCISCO

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## TRAINING PROGRAMS IN SAN FRANCISCO

The Human Rights Commission of San Francisco has produced this directory of training programs in the city to help job-seekers discover where they can learn skills. Finishing a training program will not guarantee a job at once, but it is true that only those with some skills will be able to compete effectively for work in today's changing job market.



## APPRENTICESHIP PROGRAMS

An apprenticeship is a formal training program to teach all parts of a particular trade.

Those trades which have apprenticeship programs are listed on the following pages. For additional information about any of the programs, contact:

Apprentice Information Center  
1450 Mission Street - San Francisco  
PR. 6-3850 - Ext. 442

Most apprenticeship programs have the following characteristics:

- . Most are four years long.
- . Every six months, apprentices receive a wage raise. By the time an apprentice reaches his last year, he generally earns 90 to 95% of the journeyman's scale.
- . Normally, the age limits are 18-25. In some cases, apprentices can be as young as 16 or as old as 30.
- . Classes for apprentices are run by the School Department. Apprentices spend 144 hours in a class each year in study related to their trade.
- . Apprenticeship programs are organized in each trade by a Joint Apprenticeship Committee (JAC) composed of employer and union representatives. This Committee sets standards for the classes. The Division of Apprenticeship Standards, a State agency, acts as advisor to the JACs and assigns a staff member to each program to make certain that students get all around training and attend classes regularly. The Division of Apprenticeship Standards issues a "Certificate of Completion" to the graduates of apprentice programs.

The San Francisco Naval Shipyard runs a program independently of the Division of Apprenticeship Standards.

- . Those programs which are quite active are marked with a +. Some of the programs, however, are very small because there is little turn-over in the industry or the number of jobs is decreasing. Sometimes, there are waiting lists and much competition for any job opening. Therefore, the possibility of getting a job is not equal among the various programs. Applicants wishing to know which programs are most active should call the Apprentice Information Center.



APPRENTICE PROGRAMS

<u>TRADE</u>	<u>CONTACT ADDRESS</u>	<u>RATIO PER 1 APPRENTICE</u>	<u>JOURNEYMAN WAGE</u>	<u>APPRENTICE STARTING SCHEDULE</u>	<u>COMMENT</u>
Auto Painter	Employer 2	5 journeymen	\$141.30/wk	60%	
+ Automotive Trades Mechanic	Employer	5	\$145.30/wk to 156.10/wk	60%	
Upholsterer		"	depending on contract		
Radio Repairman		"	depending on contract		
Radiator Repair Body & Fender		"	\$150.30/wk to 160.60/wk		
Bookbinders	693 Mission	3	depending on contract		
Binderywomen		3	\$150.11/wk 98.45/wk	50%	
+ Bricklayers	Employer	2	\$5.40/hr	50%	
+ Carpenters	1485 Baysore	2	\$4.33/hr	60%	
+ Carpet, Linoleum	1066 Valencia St.	4	\$38.79/day	\$22.50/day	
+ Cement Mason	Employer	3	\$4.19½/hr	65%	
+ Compositors Newspaper Job Shop	26 - 3rd St.	2	\$4.05/hr \$4.00/hr	55%	Age: 18 & up
Dry Cleaners Marker, Inspector, Checker, Counter, Girl Presser Dry Cleaner & Spotter	Employer	JAC decides	\$2.24/hr \$2.65/hr \$2.70/hr	90% 76% 75%	

1 For example, in the Auto Painters: for every 5 journeymen on a job, 1 apprentice is permitted.

2 The percentage refers to the percentage of the journeyman's rate. For example, an apprentice Auto Painter would earn \$84.78 to start. (60% of \$141.30). Apprentice wages go up each 6 months.

3 Where "employer" is designated, hopeful apprentice must find own job before admittance into program.





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+ Electricians	1139 Mission	3 journeymen	\$5.53/hr	50%	Age; 18-23
+ Flat Glass Glazier-cutter Auto Glazing Stained Glassworker	2940 - 16th St.	1 "	\$4.45 $\frac{1}{2}$ /hr " "	60%	
+ Hardwood Floor	3186 - 16th St.	4 "	\$4.58/hr	50%	
+ Lathers	Employer	3 "	\$4.39/hr	40%	
+ Lithographers	693 Mission	No apprentices employed directly. Hired as General Workers, and apprentices are selected from this group as openings occur. Starting salary based on department where work is performed. \$110/wk to \$117/wk.			Age: 18 & up
+ Machinist	3151 Mission	5 journeymen	\$3.40/hr	60%	Age: 18-23
Meat Cutter	3016 - 16th St.	4 "	\$140.40/wk	\$104.45/wk	
Mechanical Refrigeration	Jack Tar Hotel, Room 931	1 "	\$5.53/hr	50%	
+ Metal Polishers & Platers	2940 - 16th St.	5 "	\$3.38/hr	70%	
+ Mill-Cabinet	2085 - 3rd St.	4 "	\$3.68 $\frac{1}{2}$ /hr	68%	
+ Operating Fngineers	476 Valencia St.	JAC decides	\$4.89 $\frac{1}{2}$ /hr	70%	
Ornamental Ironworkers	55 Fillmore	4 journeymen	\$3.48/hr	75%	
Patternmakers	Employer	8 "	\$4.42/hr	45%	



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+ Photoengravers Commercial Newspaper	25 California, Room 320	6 journeymen	\$151.75/wk \$149.60/wk	42½% 50%	6 yr. program
+ Plasterers	JAC - 1st Thurs. each month at John O'Connell	5	\$4.85/hr	50%	Age: 16-27
+ Painter & Decorator Taper	1144 Divisadero St.	5	\$4.77/hr \$4.77/hr	50% 75%	
+ Plumbers	1621 Market, #202	5	\$5.11/hr	50%	Age: 16-21
+ Roofers	2940 - 16th St.	3	\$4.22½/hr	70%	5 yr. program
+ Sheet Metal	226 Guerrero	5	\$39.52/day	40%	
Sign Painters Sign & Pictorial Muralist Poster Artist Displayman	2940 - 16th St.	1	\$4.53/hr \$4.79/hr \$3.77/hr \$3.77/hr	40% 40% 45% 45%	Age: 16-21 except WWII vet or someone working in trade
Slaughterhouse Butchers	Employer	4	\$3.815/hr	\$2.825/hr	
+ Sprinklerfitters	2940 - 16th St.	3	\$5.91½/hr	60%	
+ Stationery Engineers Milk Industry Printing Meat Packaging Laundry Industry Ice & Cold Storage Hotels Hospitals Department Stores Buildings, Class 1 Bakery Brewery	474 Valencia	2	\$29.43/day \$165.10/wk \$3.74/hr \$3.52/hr \$3.41/hr \$3.27/hr \$3.13/hr \$3.50/hr \$3.22/hr \$3.85/hr \$4.383/hr	50%	



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+ Steamfitters	1621 Market, #206	1 journeyman	\$5.11/hr	50%	
+ Structural Steel	2450 - 17th St.	7	\$5.00/hr	77%	Age: 18-30
Reinforcing Ironworker		7	\$5.25/hr		2 yr. program
Structural Ironworkers		4	\$5.25/hr		
Ornamental Ironworkers		7	\$5.05/hr		
Fence Erector		"			
+ Tile Layers	2450 - 17th St.	JAC decides	\$5.00/hr	80%	Age: 18-30
Tool & Die Craftsmen	3124 E. 14th St. Oakland	1 journeyman	\$4.00/hr	68%	3 yr. program
+ <u>S.F. Naval Shipyard</u>					
<u>Training given for:</u>	Write for application form 5000AB from Board of U.S. Civil Service Examiners	About 300 are in training regularly	Varies with trade. Around \$3.15/hr	60%	Age: 16 & over Get permanent U.S. civil service status
Auto Mechanic					
Blacksmith					
Boatbuilder					
Boilermaker					
Carpenter					
Electrician					
Joiner					
Machinist					
Painter					
Sailmaker					
Shipfitter					
Machinist, Maintenance					
Machinist, Marine					
Electronics Mechanic					
Fire Control Mechanic					
Instrument Maker					
Sheetmetal Worker					
Welder					
Plumber and Pipefitter					
Shipwright					





## MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA)

Classes under the MDTA were first developed to retrain workers recently "automated" out of jobs. Some are long term classes; some are short term. The Act originally permitted a maximum of 52 weeks of training; now there can be another 20 weeks of basic English and arithmetic under some circumstances.

Classes are started by the California State Employment Service (CSES) after a study indicates the need for them. When the need is proven, CSES puts together a description of the training program and sends it to an Advisory Committee (composed of labor, employer and agency representatives). If approved by the Advisory Committee, the class is then approved by the State Department in Sacramento, and finally by the State Department of Education. The class is then placed, usually with the city Board of Education, which works with the CSES to get it started. This process -- from idea to class -- takes about four months. They are full-time, day classes.

The MDTA classes are open to anyone who can qualify. Training allowances are available to those who are head of a family (have a dependent) and have had two years work experience. Heads of family are paid the average sum of unemployment insurance in California (currently: \$44/week, increasing to \$54/week after 10 weeks of instruction). There is a youth allowance under "special" conditions of \$20/week. Youth have to be out of school at least one year (to discourage students from dropping out to get the allowance) or be a high school graduate. Students, other than those who are heads of families or qualify for the special youth allowance, do not get paid.

Many MDTA courses have been completed in San Francisco; others are in progress or are being planned. The training has covered clerical jobs, jobs in hospitals, the building trades, and professional areas.

For information about classes, go to the California State Employment Service at:

Professional-Commercial office - 134 California Street  
Industrial-Service office - 1449 Mission Street  
Youth and Student office - 1450 Mission Street





## RETRAINING COURSES FOR THOSE ON UNEMPLOYMENT INSURANCE

A person eligible for unemployment insurance may qualify for retraining benefits, which are payments of unemployment insurance while in training, if: (1) reasonable job opportunities are scarce in his line of work, (2) the proposed training will probably lead to a job, (3) he has the qualifications to succeed in the training, (4) the training choice is approved by the State Department of Education. If the person is approved for this training, he does not have to look for work while collecting his unemployment insurance benefits. He will get his payments for as long as he is eligible to draw his unemployment insurance.

See the CSES for information.

## YOUTH OPPORTUNITY CENTER

This Center, located at Hunters' Point, is a three year demonstration project to train unemployed youth living in this part of the city with the ability to hold a job. Included in the program are job counseling, motivation services, and job placement. Classes are being offered for general office clerks and office boys, operation of a variety of office machines, and English. Also offered are a few classes designed by particular companies to prepare trainees for jobs in their companies.

Information about the Youth Opportunity Center is available at:

173 Hilltop Road  
in the Hunters' Point housing development.

## PRIVATE SCHOOLS

There are many private schools in the city which offer training in everything from basic English and arithmetic to highly specialized skills. The yellow pages of the phone book, under the heading of "Schools", contain a full listing.

Some of the schools give classes especially planned to help those interested in joining a particular industry or a city or state agency (for example, the Fire Department). Applicants should call the particular agency of their interest for information about such courses available in the city.



## SAN FRANCISCO SCHOOL SYSTEM

- 1) Trade Extension classes -- planned for those already on the job, for upgrading purposes or to learn new developments in the trade. A listing of the courses available each semester can be obtained from the John O'Connell School at 21st and Harrison, MI 8-1326.
- 2) Adult education -- classes are offered evenings at Mission, Pacific Heights, Galileo, O'Connell. John Adams is a fulltime day school for adults -- the students can go all day or for two hours a day. Adults are also welcome at O'Connell during the day for shop courses.
- 3) For the high school student --
  - O'Connell School (21st and Harrison)  
Students at O'Connell receive training specifically for the trades. They take the minimum number of academic courses required by the State for a high school diploma. These students have decided on a particular trade and their school day is divided between learning the theory and the practice of becoming a skilled worker.
  - All high schools (except Lowell)  
The high schools offer courses in a variety of shops. The students do not specialize but can take classes in several fields, such as printing, wood shop, auto shop, etc. More federal funds have recently been appropriated to trade education, and students may be able to get more training in one field if they so choose.
  - Distributive Education  
These courses are to prepare young people for jobs where they meet the public -- mostly in the selling field. The students take the minimum of academic courses required for a diploma; the rest of their classes are related directly to courses connected with a part-time job in selling, wholesaling and service.
  - 4-4 Program  
This is a 4 hours of school and 4 hours of work program. The student's job is not necessarily tied in with courses taken at school, but he is still supervised on the job by a teacher who checks his work with the employer.



- Samuel Gompers (Continuation) (110 Bartlett)  
A school for those 18 or under who feel they must work fulltime. Students go to school four hours a week.

Students interested in entering any of these programs should consult with their counselors.

CITY COLLEGE (Ocean Avenue at Phelan)

City College offers two programs: (1) a two year college parallel program which prepares graduates for entrance into upper division programs at the universities, and (2) a two year job training program - called a terminal program - which results in an Associate of Arts degree, as well as "Certificate of Proficiency".

Any high school graduate can attend City College. If over 21, a student will be accepted without a high school diploma if he passes a special entrance test.

The terminal program teaches particular skills, but its basic purpose is to train students to a fairly high level of skill and to prepare them for management positions.

City College is part of the public school system and therefore offers free instruction. Information about admission can be obtained by calling JU 7-7272.

The terminal program provides training in the following vocations:

- Advertising Art and Design
- Business Program
  - Accounting
  - Air Line Stewardess Training
  - Business Machines
  - Clerical work
  - Insurance
  - Merchandising
  - Real Estate
  - Secretarial Training
  - Traffic & Transportation
- Criminology
- Dental Auxiliary Services
  - Dental Assisting
  - Dental-Laboratory Technology
- Engineering-Technology Program
  - Architectural-Engineering Technology
  - Building and Contracting Technology





Civil-Engineering Technology  
Design-Drafting Technology  
Electrical-Engineering Technology  
Electronic-Engineering Technology  
General Engineering Technology  
Mechanical-Engineering Technology  
Graphic Arts  
Hotel and Restaurant Program  
    Hotel and Restaurant Operation  
    Food Preparation  
Medical Assisting  
Nursing  
Ornamental Horticulture and Retail  
    Floristry  
    Garden Maintenance  
    Greenhouse Operation and Cut-Flower Crops  
    Landscape Contracting  
    Nursery and Garden-Center Operation  
    Retail Floristry  
Photography  
X-Ray Technology





## ON-THE-JOB TRAINING

Some employers have training programs on the job for new employees and to upgrade those ready for promotion, but it is possible for these on-the-job training programs to be greatly expanded. Federal funds are available to employers, unions, and other agencies interested in developing training programs.

Any employer who wishes to sponsor training within his plant for upgrading purposes or for new unskilled trainees on specific job operations can apply for funds under the Manpower Development and Training Act. Federal funds are available to help with training costs; there can be as few as two trainees; and the classes are planned to assist the employer in accord with his own requirements for as long as necessary. This allows an employer to hire less qualified and unskilled applicants with the assurance that his training costs will in large measure be returned.

This same opportunity exists for trade union organizations who can use MDTA funds for improving skills of their unemployed members or for upgrading those members who need knowledge of new techniques or new machines. These funds are available to establish pre-apprentice training in those trades where some advance learning is necessary to prepare an applicant for the formal apprenticeship program.

Other public or community agencies can also investigate their eligibility for MDTA funds if interested in providing basic training to unemployed persons.

Any employer, union or agency wishing to inquire about eligibility or wanting other information should contact:

The Bureau of Apprenticeship and Training  
450 Golden Gate Avenue - Room 10457  
Phone: 556-3201

The Human Rights Commission asks that any employer, union or agency starting training programs notify the Commission. As the Human Rights Commission receives knowledge of such training programs, it will distribute the information as widely as possible.





